

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEFARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date		Application Number
• • • • • • • • • • • • • • • • • • •	Dept. of Offender Rehabilitation	80-263-A
Application Number	Probation Compact Office	
	#2 Martin Luther King, Jr. Dr. Atlanta, GA 30334	JUL 2 9 1983 . SED . =
		1301 1 2 1303
2. Person to Contact	Probation Division Working Titl	
Susan Davis	Records Manageme	ent Officer 656-5561
3. Action Requested		
	on Schedule; record will continue to accumulate. t accumulation; no further accumulation anticipated.	ا العربية المستقدم ا
	in No. 80-263 Check One: Q Change;	□ Supercode: □ Void
4. Dates of Series	5. Records Series Title (followed by title used in	
Earliest Latest		
1	Probation Compact Case Files	•
Present 6. Division and Office Functi		e Office in which this record series is created?
	·	
	sion provides correctional supervision	
	nal offenders while permitting them to	
	pact Office facilitates the transfer of	
	states and from the other states to Geo	
	probation and each states' compact of	
	center for communication between that	state and all other
states in matters	pertaining to probation.	
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7. Record Series Description	This file contains the following documents (inclu	ide form numbers and titles if anyl:
. Heart de les petatpuon	Attach samples of the file.	and torin named and succe, it any,
Documents relating to:	Case material on Georgia and out o	of state probationers
•	supervised by other states and by	
·= · · · · · · · · · · · · · · · · · ·	supervised by Georgia.	سے احساریلاد چار اور دور کے دروجہ والکران کے درجہ الاحماد کیا۔ اور ادارات کا ادارات کا ادارات کیا کہ انسان کا ادارات کیا کہ انسان کیا گائی کا ادارات کیا کہ انسان کیا کہ انسان
Included are:		
_ : 4	Case histories, probation sentence	e, waivers, applications
. •	for compact services, progress and	•
	gation and pre-sentence reports an	nd general correspondence.
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File is arranged:		
	Alphabetically by name of probation	oner.
Manchine Defenses Dece	Many often are expecte enforced to which are	<u> </u>
B. Monthly Reference Rate	How often are records referred to which are:	
One to six months old twenty-five months and old	den : Seven to twelve months old;	i hirteen to twenty-four months old;
8. Annual Rate of Accumulat	tion of Records: Shelves	20 A CA 20 R. u.
LETTH*5128 (BBWS/1	; Legal-size drawers; Shelves	: Other (specify) 25 To 30 Ko Yas

YES	NO	10. Quertionnaire	(Place an "X	(" in the proper a	olume)			*
		a. Is this the offi	cial copy of the		,			
<u> </u>		If not, where				uin bandina Mara - 1		<u> </u>
×			s contain confid 42-8-40	ential information	requiring sec	urity handling? If yes, ci	re law or regulation	in 1
х	x c. is this a vital record? ONLY CASE FILE MAINTAINED ON PROBATIONER							
	x d. Does this-series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these							
	NT A				necessary to K	eep the entire flie for a lo	ng perioa, coula i	nese
-	NA documents be scheduled separately? f. Is the information contained in this series ever published? If yes, attach coov.							
	χ	Terpara basicamenta a di babanan and ban ban ban ban da di a aumana da di a di anti di di di di di di di di di						
]		If yes, attach	COOV					
Ų.		h. Is there a dup!		eries in your offic	e, or in anothe	r office or agency?	14 · · · · · · · · · · · · · · · · · · ·	
	х	i. Is this series (c		on of it) regularly	microfilmed?			
х			rd series result is	n a computer prin	tout?		·	
11, 1	Retent	ian Requirements	Th	 fallowing requir 	es the series to	be kept:		
.,	L Stat	ta Law		years.	d. <u>A</u>	udit period		years.
•		tute of limitation		years.		dministrative need	2_	years.
•	- Fed	leral law	-	years.	. f. F	ederal retention instruction	ns	Years.
					••	· · · · · · · · · · · · · · · · · · ·		
•	Attach	copy or excert of !	laws or regulatio	ons. Explain admi	nistrative need	• .		
T	his :	is the Depart	ment's only	official ca	se file ma	aintained on proba	tioners.	
N	eede	d to reference	e for two y	ears after p	robation p	period is terminat	ed.	
				<u> </u>			` 	
12.	Appro	ved Disposition Inst		<u>-</u>		file series be out off at the		
		•	W	Calendar Year; C] Fiscal Year;	☐ Other		then,
l ,	املا ا	ld in the current file	10 10 10 10 10 10 10 10 10 10 10 10 10 1	month(s)	vess(e)	• then		
		nsfer to local holdi						·
		nsfer to State Reco						
	☐ Des	•	. •					
•		nsfer to State Archi	ives for permane	ent retention.				
, '	3. Ou	er (Specify)			•			
						k to Georgia or b		
						ut off file at en tate Record Cente		
		nen destroy.		is, enem era	ister to b	caec necord dence.	., 11010 12 ye	ars .
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Agen	THOS	d/Designee (Signa	ture)	Oate	Records Mar	regement Officer (Signat	ure)	Date
Z	XIL	id	>	(XIII	Jan Daw	2	1/14/83
					77	Bassada A		Dan-
Reco	n Timer	dations in para-			3010	Records Committee (S	gracure)	Date
t		approved.	State Aud	Itor/Designee	hom	and June		8-25-83
(If dis	eopro	ved, attach letter	1867		1/4	0111001-	 	dorles
of exp	leneti	on.)	Secretary of	State/Designee	Edwar	y www.		18:00
,			Attorney G	eneral/Designee		<i>u.///</i>	· .	1-16.43
					1 MARCO	Willes Cont	(
NR-50	-71;	Aev. 76		(F	ertra Side			



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Attention: Schedulii			V		
FOR AGENCY USE	1. Agency Address		MANAGEMENT USE		
Application Date	Dept. of Offender Rehabilitation		Application Number		
	Probation Compact Office	80-7	263		
Application Number	800 Peachtree Street	Date Received	Date Completed		
	Atlanta, GA 30365	APR - 9 1980	APR 2 8 1980		
2. Person to Contact	Working Title		Telephone Number		
Susan Davis	Records Management O	fficer	894-5562		
3. Action Requested					
a. 🗆 Establish Retentio	on Schedule; record will continue to accumulate.		· · · · · · · · · · · · · · · · · · ·		
	t accumulation; no further accumulation anticipated.	•			
	on No. 73-464 Check One: El Change; Superco		· · · · · · · · · · · · · · · · · · ·		
4. Detes of Series Earliest Latest	5. Records Series Title (followed by title used in office; if a	(ifferent)	***		
Presen		<u> </u>			
6. Division and Office Funct					
The Probation D	<u>ivision</u> provides correctional supervi	sion and reha	bilitation		
	minal offenders while permitting them				
	obation Compact Office facilitates thom Georgia to other states and from t				
	state has a compact office for probat				
compact office	serves as a clearing house and record	s center for	communication		
between that st	ate and all other states in matters p	ertaining to			
probation.	•		24		
•		*			
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7. Record Series Description	This file contains the following documents (include form n	umbers and titles, if a	n/);		
	Maintaining	•			
	Case material on Georgia and out-of-s				
	supervised by other states, and by out	-of-state pro	obationers		
lacturied are:	supervised by Georgia.	•			
	Case histories, probation sentence, w		and the second s		
	for compact services, progress and co				
	igation and pre-sentence reports and	general corr	espondence.		
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Ella la assessa			· · · · · · · · · · · · · · · · · · ·		
File is arranged:	Alphabetically by name of probationer				
			· · · · · · · · · · · · · · · · · · ·		
. Monthly Reference Rate	How often are records referred to which are:		**		
One to six months old twenty-five months and of	; Seven to twelve months old; Thirteen to the first the seven to twelve months old;	to twenty-four months	old;		
 Annual Rate of Accumula Letter-size drawers 		Other (specify)			
	A ST THE RESERVE TO T				
#\$471; Barr. 78	Samuel S				

YES NO 10. Questionnaire	(Place an "X	" in the proper co	วไนกัก)			
a. Is this the offi	cial copy of the			2.3		
If not, where i			nontrino permiter bandling? If you size four or parylasin			
] ^	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
X C. Is this a vital r	ecord? ONLY	CASE FIL	E MAINTAINED ON PROBATIONER			
X d. Does this serie	s have historical	or long term rese	necessary to keep the entire file for a long period, could in	these		
NA documents be	scheduled separ	ately?				
X f. Is the informa	<u>tion contained i</u>	n this series ever o	published? If yes, attach coov.			
g. Is the informa X If yes, attach		n this series ever a	nalyzed and/or recorded in a summarized report?			
The lands of the state of the s	tantan of this s	ries in your offic	e, or in another office or agency? ATION OFFICES			
X i is this series to	or a major portio	on of it! regularly	microfilmed?	>		
	rd series result in	a computer print	tout?			
11. Retention Requirements	The	s following requir	es the series to be kept:			
a. State Law		years.	d. Audit period	years.		
b. Statute of limitation		years,	e. Administrative need f. Federal retention instructions	years.		
c. Federal law		years.	1. Lacetas temption manactions	years.		
Attach copy or excert of	aws or regulation	ns. Explain admii	nistrative need.			
4						
This is the Dep	partment's	only officia	al case file maintained on probationer	s. Needed		
to reference fo	or five yea	rs after pro	pbation period is terminated.	1100004		
49 Annoual Dispution Inc	The	ie wency recomm	ends that the file series be cut off at the end of each:			
12 Approved Disposition inst		Calendar Year F	Fiscal Year; M Other See Below	then.		
*		7 7		<u> </u>		
☐ Hold in the current file						
☐ Transfer to local holdis☐ Transfer to State Reco	ng area; hold	year(s)	; then			
☐ Destroy.	ras Center; noid	yea	u (5), Cress			
☐ Transfer to State Arch	ives for permane	nt retention.				
Ⅲ Other (Specify)	.0 1 -1	1.5				
Hoon terminati	of probab		probationer back to Georgia or b	ack		
to another sta	te, place	all paper	s in the inactive file; cut off	inactive		
			in current files area I year; then fr			
to State Record	s Center; h	old 4 years	; then destroy.	allSTeF		
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These instructions apply t	o all prior and fo	uture accumulatio	PRIS OT THE SEFIES.			
•						
Agency Head/Designee (Signa	ture)	Darte	Records Management Officer (Signature)	Date		
Davil C.	Dans	4/8/80	Supan Duis			
				4/8/80		
			State Records Committee (Signature)	V/8/80)		
Recommendations in para-			State Records Committee (Signature)	V/8/80 Date		
Recommendations in para- graph 12 are approved. (If disapproved, attach letter	AT A	itor/Designee	State Records Committee (Signature)	V/8/80 Date 4-28-80		
graph 12 are approved.	AT A	itor/Designee	State Records Committee (Signature) Curff Hart	1/8/80 Date 4-28-80 4-14-1980		
graph 12 are approved. (If disapproved, attach letter	Secretary	State/Designee	State Records Committee (Signature) Curgle Hart Reverse State	1/8/80 Date 4-28-80 4-14-1988 4/28-80		

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